



# Aboriginal Arts Development Awards

## Application Form for Individual Artists

*Please type or print clearly in black ink.*

### Section 1 – Applicant and contact information

FPHLCC file # \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ Ms/Miss/Mr SIN #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ ALTERNATE: \_\_\_\_\_ FAX: \_\_\_\_\_

What is your First Nation or Aboriginal affiliation? \_\_\_\_\_ Birth date: \_\_\_\_\_

Are you a full-time student?: Yes / No Where?: \_\_\_\_\_

Briefly describe your current studies: \_\_\_\_\_

*Projects related to post-secondary study are not eligible*

Expected grad date? \_\_\_\_\_

Previous AADA or BC Arts Council grant?: Yes / No Amount: \_\_\_\_\_ Year: \_\_\_\_\_ Final report submitted: Yes / No

### Section 2 – Project Summary

**\*To ensure your application will be assessed, you are REQUIRED to provide a brief description of your project – maximum 20 words\***

Total project budget: \_\_\_\_\_ This AADA request: \_\_\_\_\_

**Section 3 – Provide the names of two people who will provide relevant support letters that address such things as your artistic abilities, agreements to mentor or participate, protocols or the importance of this specific project.**

1) NAME \_\_\_\_\_ EXPERTISE OR RELATIONSHIP TO PROJECT \_\_\_\_\_

PHONE# \_\_\_\_\_ ADDRESS \_\_\_\_\_

2) NAME \_\_\_\_\_ EXPERTISE OR RELATIONSHIP TO PROJECT \_\_\_\_\_

PHONE# \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Section 4 – Project information – Additional information can be attached to your application form**

**A.** Describe your history and philosophy as an artist. (Please attach your CV/resume/artist's statement/bio).

**B.** **Describe the project** for which funds are being requested. Include a **timeline** describing the steps you will take and who will be involved. **If you are working with traditional knowledge, please explain how you have addressed protocols and/or received permissions where required. Include at least one letter from a qualified expert referee.**

**Section 5 – Project Budget (Financial Information)**

**EXPENSES**

<b>* PROVIDE NAMES OF THOSE RECEIVING FEES*</b>	<b><u>AMOUNT</u></b>
ARTISTS' SHORT-TERM LIVING EXPENSES (maximum \$1,500/month) (NAMES) _____	\$ _____
MENTORS' FEES/SALARIES (NAME) _____	\$ _____
TECHNICIANS' FEES/SALARIES (NAME) _____	\$ _____
OTHER FEES/SALARIES (DESCRIBE) (NAME) _____	\$ _____
(NAME) _____	\$ _____
MATERIALS (DESCRIBE) _____	\$ _____
_____	\$ _____
TECHNICAL EXPENSES (DESCRIBE) _____	\$ _____
_____	\$ _____
PRODUCTION SPACE RENTAL	\$ _____
ARTISTS' TRAVEL (DESCRIBE) _____	\$ _____
_____	\$ _____
OTHER PRODUCTION EXPENSES (DESCRIBE) _____	\$ _____
_____	\$ _____
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>

**REVENUES**

<b><u>Grant Revenues</u></b>	<b>CONFIRMED</b>	<b>UNCONFIRMED</b>	<b>DATE</b>	<b><u>AMOUNT</u></b>
GOVERNMENT (DESCRIBE) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
OTHER (DESCRIBE) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
<b><u>Private and In-Kind Revenues</u></b> (DESCRIBE) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
<b><u>Expected Earned Revenues</u></b> (DESCRIBE) _____				\$ _____
_____				\$ _____
<b>TOTAL REVENUES</b>				<b>\$ _____</b>

**Section 6 – Project Outcomes**

How will this project contribute to the professional artistic and creative development of the applicant or other emerging Aboriginal artists, or the practice and vitality of traditionally based art forms?

Number of artists that will be served by the project: \_\_\_\_\_

## **Section 7 – Application Checklist**

**\*A completed checklist must be included with your completed application.\***

- Please check the boxes below to confirm that you have completed all parts of the application form and have attached the required support material.
- Type or word-process all documents, using black ink.
- Print on only one side of white 8½ x 11 inch paper.

- A fully **completed and signed application form** (including this **checklist**).
- A **timeline** describing all project activities and who will be involved.
- CVs, resumes and/or biographies **of all key participants**.
- A **project budget** which details all anticipated expenses and revenues from **all** sources.
- Examples of previous or related work for applicant and key participants**, (up to 20 images in the form of slides, photos or digital still images on one CD-ROM or DVD-ROM, or 10 minutes of large-format VHS video or audiotape, or 10 pages of writing, etc.). If you are submitting digital still images, please ensure that your images are in **jpg format**.  
\*Do not send your only existing copies of support materials.
- A list identifying and describing the samples of your work.
- Two letters of support** for the applicant and the proposed project.

## **Section 8 – Declaration**

By signing this form, I do solemnly declare that, to the best of my knowledge, the information given in my application is complete and true in every respect.

Furthermore I acknowledge that the collection, use and disclosure of any personal information provided here is subject to the *British Columbia Personal Information Protection Act* and that by signing this form I agree to the following:

- Information included in this application will be shared in confidence with staff and members of the Aboriginal Arts Development Awards decision committee for the purposes of adjudicating our request for an Aboriginal Arts Development Awards grant.
- Contact information included in the application may be used by representatives of Aboriginal Arts Development Awards funders or by the First Peoples' Heritage, Language and Culture Council to communicate about this application, and if applicable, about the project and its results arising from the awarding of an Aboriginal Arts Development Awards grant.
- Information included in this application may be used to acknowledge grant recipients in various communications and promotional vehicles, including but not limited to the First Peoples' Heritage, Language and Culture Council and BC Arts Council websites and annual reports. These reports communicate the value and successes of the program to the public.
- Finally, contact information included in this application may be provided to an affiliated researcher or consultant for the purposes of obtaining information on the Aboriginal Arts Development Awards program for evaluation purposes. This will facilitate First Peoples' Heritage, Language and Culture Council's commitment to self evaluation and program improvement.
- **Personal and contact information included in your application will not be shared with general mailing lists, private companies or commercial solicitors.**

Print the name of the applicant \_\_\_\_\_

I do solemnly declare that, to the best of my knowledge, all information given in this application is complete and true in every respect.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_



# Aboriginal Arts Development Awards – *Guide to application form*

**\*You must provide answers to all questions asked, and sign the form.\***

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## **Section 1 – Applicant and contact information (page 1)**

- You must fill out this entire section (except the FPHLCC file #), including your **social insurance number (SIN#)**. If any of the information provided in this section changes after you have submitted your application, please call the First Peoples' Council office immediately to update your file. We must be able to contact you in order to process your application.

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## **Section 2 – Project Summary (page 1)**

- **In this section, you are required to provide one or two sentences that briefly describe your project. Within a maximum of 20 words, tell us about the essential elements of your project. You will have space to provide a more detailed description within the pages of the proposal.**
- In the spaces provided, indicate the amount of the total project budget, as well as the amount of funding you are requesting from the AADA. Please note, these amounts may be the same if your budget is small.
- The maximum amount of funding ever given to an individual is \$5,000.

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## **Section 3 – References (page 1)**

- **You are required to provide two letters of support written specifically for this application.**
- It is best to find referees who are not immediate family, unless family members are your only option and/or are recognized artists or cultural experts who can address specific aspects of your proposal.
- The contact information in this section should be for the same people who are writing reference letters.
- Letters can have great impact and provide clarity in relation to your experience, etc. Referees can write about your artistic abilities, professional character and/or their willingness to participate in the project or act as your mentor. You may want to include a letter that supports the value of the project itself or confirms you have addressed specific protocols and permissions.

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## **Section 4 – Project information (page 2)**

- A) Describe who you are as an artist. Attach resumes, biographies or artist's statements for all key participants.
- B) Describe what you plan to do, how you are going to do it and who will be involved. Attach a timeline and outline the steps that will be taken during the project.
- **If you are working with traditional knowledge, explain how you have addressed cultural protocols and/or received permissions where required. Include one support letter that addresses this question.**

**Section 5 – Project Budget (Financial Information) (page 3)**

- List all of the project expenses. Include detailed descriptions where requested, and names of artists, mentors or assistants receiving fees from the project.
- Any major technical costs should be supported by at least one written estimate.
- The expenses listed in the budget should relate directly to your project description.
- Describe any other funding or contributions you're expecting.
- **Indicate which revenues are confirmed and when you expect results from other fundraising efforts.**

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**Section 6 – Project Outcomes (page 4)**

- Why are you doing this project, and how it will support your, and/or other Aboriginal artists' development?

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**Section 7 – Application Checklist (page 5)**

- **To be evaluated, all applications must include a completed checklist with their complete application.**

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**Section 8 – Declaration (page 6)**

- The application form must be signed and dated by the individual applying.